



JOINT FORCES HEADQUARTERS-INDIANA AIR NATIONAL GUARD MILITARY DUTY TOUR (AGR)



Open to On-Board AGRs of the Indiana Air National Guard

ANNOUNCEMENT NO.		DATE ISSUED	CLOSING DATE
14-048-A-Air		6 August 2014	20 August 2014
UNIT OF ASSIGNMENT	LOCATION	CIVILIAN SERIES & GRADE	SALARY RANGE
122 nd FW	Fort Wayne, IN	N/A	Col
POSITION TITLE	PDCN	MINIMUM MILITARY GRADE	MAXIMUM MILITARY GRADE
Wing Commander	TBD	O-6/Col	O-6/Col

COMPATIBLE MILITARY ASSIGNMENT

Air Force Specialty Code (AFSC) 91W0, 10C0, 1XX, 12XX or 90G0

PERMANENT CHANGE OF STATION (PCS) FUNDING

FUNDS MAY BE AVAILABLE

MILITARY DUTY TOUR TYPE AND AREA OF CONSIDERATION

- ☒ Military Duty Tour, Active Guard/Reserve (AGR), under Title 32, U.S.C., Sec 502(f) Three (3) years with the potential for follow on tours.
- ☒ IAW ANGI 36-101, follow on tours for members with at least 20 years of TAFMS will be approved in 1-2 year increments.
- ☒ Open to **Females**

DUTIES AND RESPONSIBILITIES

Directly and through deputy commanders, incumbent determines unit goals which are the foundation for long and short range planning and execution of all unit programs, and provides a focus for all unit functions and activities. Ensures goals coincide with national and state military strategies and local limitations. Considers factors such as current and future mission needs, political climate, environmental concerns, area demographics, and airfield and airspace operating conditions. May accommodate a variety of nontraditional military roles and missions such as foreign training, augmenting active Air Force training, disaster relief and drug interdiction. Incumbent is also responsible for general oversight and support of tenant organizations and geographically separated units. Provides guidance, resources, and other support similar to wing/group requirements.

Responsible for accomplishment of the unit mission flying training program. Ensures flying hour/sortie program meets requirements, and the unit achieves mission training and/or combat readiness objectives. Makes critical judgments and decisions regarding the safety of aircrew and passengers in resolving inflight emergencies and subsequent rescue efforts if a mishap results. Requires on-the-spot decisions which may be irrevocable, and of life or death consequences.

Responsible for the availability of mission capable aircraft to meet unit flying program and alert/contingency requirements. Monitors adequacy of maintenance and repair actions/procedures and components. Assures timely

identification of potential fleet integrity problems and notification of concerned major commands.

Responsible for the formulation, presentation, justification and execution of an allocated multi-million dollar budget involving several major force elements and state funds. Through subordinate managers, ensures supply inventories are kept at proper levels, Stock Fund authorization will support unit activity level; logistics plans meet mobilization/mobility requirements and support war plans; and the propriety, accuracy and timeliness of procurement/contracting and payroll activities.

Directly and through a deputy commander, plans, organizes, directs, and controls real estate and facility construction, maintenance and repair, and utilization. Responsible for developing the Base Land Use and Facilities Master Plan which is the key element in determining land and structure needs, facility siting, construction/modification, and future mission assignments. Responsible for the development and implementation of a variety of federal, state and local programs to ensure mission effectiveness: Hazard Abatement Program - Ensures the development of a plan which meets national, state, and local environmental requirements for proper disposal of hazardous waste, control of fuel spills, and for providing safe working conditions; Fraud, Waste and Abuse Program- Ensures compliance with accountability procedures, to detect embezzlement, theft, and other criminal activities; Health and Fitness Program- Ensures personnel are examined, evaluated, and receive medical treatment as required to be readily deployable world-wide, and able to withstand the rigors of warfare. Institutes fitness, wellness, and substance abuse programs; Public Affairs Program - Maintains a positive community climate through a variety of recurring and special events; Disaster Response Actions - Provides emergency service to the military, commercial carrier, and general aviation airfield users for airport/base crash/fire/rescue operations; Personnel Management - In conjunction with the Adjutant General's staff, and through subordinate staff members, plans, organizes, directs, and controls unit military and full-time personnel under several different personnel systems. Ensures manpower authorizations, grades, and specialities are adequate for the mission. Maintains military and full-time strength through recruiting and retention programs. Ensures Equal Employment Opportunity Program is effective. Implements federal and state military and civilian Merit Promotion, Incentive Award, and Suggestion Programs. Ensures fair and equitable contract negotiations and grievance resolution with labor unions. Establishes channels of communication within the unit which keep personnel informed, and provides feedback. Ensures adequate training for all aspects of assigned tasks, and maintains an effective leadership/career development program. Ensures appropriate disciplinary measures are taken when necessary.

Communicates and coordinates items of interest and potential adverse impact at the highest levels of national, state, and local political leadership. Represents the Air National Guard and state to foreign political and military dignitaries, including heads of state. Coordinates policies, plans, programs, and requirements as the senior leadership levels of the Air Force, Major Command, wartime gaining commands, National Guard Bureau, and the Adjutant General's Office. Serves on a broad range of committees and boards which formulate recommendations on policy, resource allocation, future planning, and provide feedback to leaders. Maintains liaison with national, state, and local governmental agencies such as FAA, EPA, law enforcement, disaster relief, airport management and others on matters of operational and environmental safety, protection of resources and dignitaries, and other issues of possible unit impact.

Ensures adequate messing facility and provides meals as appropriate. Provides billeting for authorized personnel in accordance with standards. Authorizes and supports morale, welfare, and recreation programs within constraints. Through the Chaplain, provides religious services, and through the Judge Advocate, provides legal services.

Negotiates and approves host/tenant agreements, memoranda of understanding, joint use and interservice agreements, leases, and licenses with military and civil agencies who provide and receive support, share resources, and interoperate with the unit.

Ensures proper and adequate security and safeguarding of property, aircraft and equipment, resources, and people entrusted to the unit/base. Develops Resource Protection Plan which identifies high value/risk assets, evaluates potential threats, and sets levels of protection. May authorize use of deadly force. Ensures classified documents and equipment are accounted for, controlled, stored and safeguarded.

Maintains mission readiness and compliance with directives as validated through the Inspector General and other

review agencies. Ensures personnel are trained and exercised in their wartime skills. Demonstrates mission capability through a series of extensive Air Force inspections. Ensures required record and documentation of program are maintained.

Ensures a functional base information systems plan which provides for equipment/data security, communications, data processing, and audio/visual services.

Performs pilot or navigator duty requirements as directed by National Guard Bureau.

Performs other duties as assigned.

GENERAL EXPERIENCE

Knowledge, Skills and Abilities that will be evaluated for this position include:

Ability to determine unit goals which are the foundation for long and short range planning and execution of all unit programs, and provide a focus for all unit functions and activities. Ensures goals coincide with national and state military strategies and local limitations.

Skill in considering factors such as current and future mission needs, political climate, environmental concerns, area demographics, and airfield and airspace operating conditions; and accommodating a variety of nontraditional military roles and missions such as foreign training, augmenting active Air Force training, disaster relief and drug interdiction.

Ability to accomplish of the unit mission flying training program; and ensure flying hour/sortie program meets requirements, and the unit achieves mission training and/or combat readiness objectives.

Skill in making critical judgments and decisions regarding the safety of aircrew and passengers in resolving inflight emergencies and subsequent rescue efforts if a mishap results.

Skill in monitoring the availability of mission capable aircraft to meet unit flying program and alert/contingency requirements and monitoring the adequacy of maintenance and repair actions/procedures and components.

Ability to formulate, present, justify and execute of an allocated multi-million dollar budget involving several major force elements and state funds; and through subordinate managers, ensure supply inventories are kept at proper levels.

Ability to develop of a plan which meets national, state, and local environmental requirements for proper disposal of hazardous waste, control of fuel spills, and for providing safe working conditions.

Ability to ensures compliance with accountability procedures, to detect embezzlement, theft, and other criminal activities.

Ability to ensure personnel are examined, evaluated, and receive medical treatment as required to be readily deployable world-wide, and able to withstand the rigors of warfare; and institutes fitness, wellness, and substance abuse programs.

Ability to plan, organize, direct, and control unit military and full-time personnel under several different personnel systems, and ensures manpower authorizations, grades, and specialties are adequate for the mission.

Skill in communicating and coordinating items of interest and potential adverse impact at the highest levels of national, state, and local political leadership.

Ability to ensure adequate messing facility and provide meals as appropriate; and provide billeting for authorized

personnel in accordance with standards.

Ability to perform pilot or navigator duty requirements as directed by National Guard Bureau.

Ability to represents the Air National Guard and state to foreign political and military dignitaries, including heads of state and oordinate policies, plans, programs, and requirements as the senior leadership levels of the Air Force, Major Command, wartime gaining commands, National Guard Bureau, and the Adjutant General's Office.

Knowledge of planning, organizing, directing, and controlling real estate and facility construction, maintenance and repair, and utilization; and developing the Base Land Use and Facilities Master Plan which is the key element in determining land and structure needs, facility siting, construction/modification, and future mission assignments.

Experience, education or training in managing or directing, one or more programs, including appropriate supporting service organizations AND supervisory, managerial, professional or technical work experience and/or training which has provided knowledge of management principles, practices, methods and techniques AND experience using computer and automation systems.

Experience analyzing problems, identifying significant factors, gathering pertinent data and recognizing solutions; preparing reports, plans, policies and various correspondence; evaluating objectives and develop plans to facilitate the availability and effective utilization of various resources and have knowledge of the organization and its mission and utilized the organizational staff procedures AND experience applying analytical and evaluative techniques to issues or studies concerning the efficiency and effectiveness of program operations carried out by administrative or professional personnel, or substantive administrative support functions.

Experience in managing the function of the work to be performed AND experience which includes leading, directing and assigning work of personnel

Incumbent functions under the general supervision of the Adjutant General or designated senior staff member. Due to the unique command structure of the Air National Guard, incumbent is expected to exercise independent leadership and decision making. Incumbent applies pertinent directives to local use for proper accomplishment of assigned responsibilities, and exercises initiative and sound judgment in making managerial decisions and displaying leadership ability to ensure mission accomplishment.

Incumbent may be required to prepare for and support the mission through the accomplishment of duties pertaining to military training, military readiness, force protection and other mission related assignments including, but not limited to, training of traditional Guard members, CWDE/NBC training, exercise participation (ORE/ORI/UCI/MEI/OCI/IG, etc.), mobility exercise participation, FSTA/ATSO exercise participation, SABC training, LOAC training, weapons qualification training, participation in military formations, and medical mobility processing within the guidelines of NGB/ARNG/ANG/State/TAG rules, regulations and laws. These tasks have no impact on the classification of this position and should NOT be addressed in any technician's performance standards.

The duties and responsibilities of your job may significantly impact the environment. You are responsible to maintain awareness of your environmental responsibilities as dictated by legal and regulatory requirements, your organization, and its changing mission.

OTHER REQUIREMENTS/CONDITIONS OF EMPLOYMENT

-Educational Requirements and/or Substitution of Education for Experience: Successful completion of a full 4-year course of study in any field leading to a bachelor's degree, in an accredited college or university, is

required.

-Once selected and assigned, AGR members must remain in the position for a minimum of twenty-four (24) months.

-Applicants must meet requirements of ANGI 10-248, Air National Guard (ANG) Fitness Program.

-Applicants must have sufficient time remaining on current ANG enlistment or mandatory removal date to complete AGR Tour.

-Applicants should be able to complete 20 years Total Active Federal Military Service prior to reaching mandatory separation date (age 60).

-Once selected, members must maintain qualifications for mobilization and attend all Unit Training Assemblies (UTA), exercises, and periods of annual training.

-Security Clearance: Applicants must have or be able to obtain a **TOP SECRET** security clearance.

-Medical/Physical: Applicants must meet any medical standards or physical requirements designated for the position.

-Direct Deposit/Electronic Fund Transfer Program: Selected candidate is required to participate as a condition of employment.

-Vice: Augustine

APPLICATION PROCEDURES

Interested applicants may apply for this AGR vacancy by submitting all of the following:

-Complete and SIGNED NGB Form 34-1.

- Applicants MUST submit CURRENT fitness assessment.

-Current Record Review Listing (RRL-RIP). Contact your local Military Personnel Flight (MPF) or visit the Virtual MPF. Applications must be delivered, Faxed, emailed or mailed to the Joint Forces Headquarters Indiana Human Resource Office and **MUST BE RECEIVED BY THE HUMAN RESOURCES OFFICE NOT LATER THAN 1600 HOURS ON THE CLOSING DATE OF THIS ANNOUNCEMENT.**

- Incomplete application packets will NOT be considered for further review. If emailed, please submit all documents combined into ONE PDF attachment, if possible.

POC is SSG Siefferlen: 317-247-3300 EXT: 3390, DSN 369-2300 EXT: 3390.

Applications must be delivered, emailed, or mailed to the Joint Forces Headquarters of Indiana Human Resources Office and must be received no later than **1600 hours on the closing date of this announcement.** **DO NOT CALL HR in regards to board times/dates. HR will notify you if you are selected.** Mailing address: Joint Forces Headquarters of Indiana, ATTN: Human Resources Office, AGR Branch, 2002 South Holt Road, Indianapolis, IN 46241-483, Email: ng.in.inarng.mbx.mdihrweb@mail.mil Original signature will be required for EMAILED copies at the time of the interview.

Selecting Official: R. Martin Umbarger, M G, The Adjutant General